

# FIRE PREVENTION STANDARDS

**Subject: Fast Track Plan Review****Number: 441.103****Date: Revised 11/19/01****Page 1 of 2**

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## I. OBJECTIVE

To provide guidance for doing over the counter "fast track" plan reviews. The following closely follows the Sacramento County Building Inspection Division's Policy #PP-25.

## II. POLICY

The Fire Prevention Bureau's Technical Services Division will complete over the counter plan checks subject to field approval for projects of limited scope.

## III. SCOPE

The jobs for which this standard covers shall be limited to tenant improvements, warehouses, and retail uses only. The scope of work shall be limited to the following:

1. Those items listed on the SUBJECT TO FIELD APPROVAL (SFA) PERMIT FORM (see attachment) as issued by the Sacramento County Building Department, (BID).
2. Installation of not more than four nonload bearing partitions.
3. Installation of T-bar ceilings.
4. Relocation of HVAC registers and necessary ductwork, provided that there is no increase in the occupant load in any area and that each room has an air supply and return path.
5. Installation of interior doors or exterior doors that do not trigger energy calculation.
6. Installation of employee toilet facilities.
7. Relocation of light fixture.
8. Installation of electrical outlets.
9. Exterior facade work not requiring structural engineering.
10. Fire Sprinkler and Fire Detection system alterations or modifications required as result of work associated with the issuance of a SFA permit form from BID.
11. Pre-engineered cooking hood fire protection systems.
12. LPG and above ground fuel tanks.

## IV. GENERAL

- A. Commencement of work shall begin only after the issuance of an SFA and a Sacramento Metropolitan Fire District INSPECTION RECORD CARD.
  - B. An Over-The-Counter (OTC) fast track plan check shall be done by appointment only. Every effort will be made to accommodate the applicant the same day but that may not be possible due to prior work commitments.
  - C. An OTC fast track review shall not be done without providing the required Fire District release form (see attachment) from BID.
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- D. All applicable Fire District plan review fees shall apply. In addition, a Design Review Conference fee shall be assessed at a minimum rate of one half hour worth of time. A Fire District stamped/ACCEPTABLE set of the plans must be provided at the job site for the fire and building department inspectors.

## V. PROCEDURE FOR COUNTER STAFF

Clerical will receive the appropriate paperwork from the applicant:

1. At least two sets of plans.
2. Fire District Release form from BID.
3. Completed fire district plan review application form.
4. A check or cash for the appropriate fee amount shall be collected.
5. Log in plans in the Plan Review Computer Program and place in the Technical Services files after the plans are returned from the area inspector.

## VI. PROCEDURE FOR TECHNICAL SERVICES STAFF

Technical Services staff will perform an OTC in accordance with the following conditions:

1. Make an appointment for an OTC plan review, within 24 hours, if practical, of request or on the same day of request if possible.
2. Review application material and plans to ensure the project meets SFA criteria. If submitted plans do not comply with SFA requirements, call BID (366-4656) at that time to resolve concerns.
3. Review the plans for compliance with applicable codes, ordinances, and district policies.
4. Mark corrections on all sets of plans in red.
5. Stamp plans with "OVER THE COUNTER REVIEW", department address, "ACCEPTABLE" (as noted if necessary), any others as appropriate. 0 Fax the applicant provided Fire District Release form to BID, 366-4090, Attn: Ken Welch or Ed Cook.
6. Complete the top portion of a Fire Inspection Record Card, and plan review receipt to the applicant.
7. Clip all project paperwork together and place in "LOG IN" box on clerical's desk.

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Mike Dobson, Fire Marshal

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